

MINUTES  
Community Center Advisory Board  
Village of Key Biscayne, Florida  
Tuesday, November 22, 2004

Key Biscayne Community Center  
10 Village Green Way

6:30 P.M.

CALL TO ORDER/ROLL CALL OF MEMBERS: The meeting was called to order at 6:47 PM. Present were board members Carlos Batlle, Sixto Campano, Bonnie Cooper, and Catherine Dowd. Also present were Councilmember Pat Weinman and staff members Todd Hofferberth, Maite Miyares, and Vicky Stewart.

Ms. Cooper would like to amend the minutes to show the committee had a discussion on the definition of a family membership. Mr. Batlle made a motion to accept the minutes. Mr. Campano seconded the motion. The minutes were accepted.

Mr. Hofferberth reviewed the issues discussed during the previous meeting. He began to discuss staffing issues, currently they are working on hiring more staff. Ms. Dowd suggests sending notices to the hotels in order to pick up staff from the morning shifts. The front desk staff went through 2.5 hours of training last week and the room attendants will go through their training this week. The committee discussed making sure the staff interacts with the children. The committee would like to see the 10 and under policy enforced. Mr. Campano suggests using the CLASS email system to advise all residents by e-mail that the 10 and under policy will be enforced. The staff ordered wrist bands for guest passes, the committee would like to see paper wrist bands so that they cannot be reused. The committee discussed wages and the hiring of Key Biscayne residents. Mr. Hofferberth reported that staff is working on a rules and regulations sheet that all members will have to sign. He also reported that the panic hardware has been ordered. The staff met with Doug Feldman of MJR Interiors about clocks, signage and an information rack for the front desk. He will make suggestions. The committee discussed the toddler room. The youth program coordinator has been ordering supplies for the toddler room. Mr. Hofferberth also explained that there will be three computers placed in the toddler room. The committee discussed the playstation room. The desk has been removed from the playstation room and Mr. Hofferberth has contacted the company to order a shoe rack to hang on the wall. Mr. Hofferberth explained that he has contacted Paul Abbott about adding two more sinks in the arts and crafts room. The walkie talkies have been purchased. Mr. Hofferberth has been working with the fire alarm company to make sure that the PA can be used from the front desk. The committee asked Todd to ask Paul Abbott about soundproofing the group exercise room.

The committee began to discuss maintenance. Mr. Campano is concerned about the maintenance of the playstation, he feels there is dust and dirt particles under the playstation. Ms. Dowd explained that the cleaning crew needs to have checklist. Mr.

Campano brought up the subject of separating the game room and teen room. Mr. Campano does not feel that the ambience in that room will entice the teens to hang out in the teen room. Mr. Campano feels that the computer room needs to be available for the younger kids on Saturday afternoon and nights so that they are not all in the teen room. Mr. Hofferberth explained that they can work on revamping the teen room. The committee discussed the Village Employee membership policy. The committee directed Todd to discuss their concerns with the Manager.

The committee discussed concessions. It was the consensus of the committee to interview Ad Gustum and Zoom during the December 2<sup>nd</sup> meeting.

Ms. Cooper reported on her meeting with the Key Biscayne Community Foundation. She will present something in writing to the committee, at that time she would like to revisit the idea of naming rooms.

The committee discussed the brick drive. It was the consensus of the committee to save the brick drive for a later date and for a specific purpose. Mr. Campano would like to see a sample of what the bricks would look like engraved. The committee discussed scholarships. The committee discussed creating criteria in order to help staff make a decision on who receives scholarships. It was the consensus of the committee to appoint one member of the committee to review the candidates with staff.

The committee discussed the Ballard & King operational audit. Mr. Campano would like to review the security issues with Mr. Ballard.

Ms. Dowd reported on the newsletter she is working with DLD Printing.

Next Meeting: December 2, 2004 at 6:30pm.

The meeting was adjourned at 8:45 PM by Mr. Campano.